



**TDEC Internship Program**  
**Division of Solid Waste Management,**  
**Materials Management Programs**  
**\$10.00 per hour**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Conserving and promoting natural, cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**About the Division of Solid Waste Management**

The Division of Solid Waste Management (DSWM) is responsible for protecting the health and environmental quality for all Tennesseans through responsive and effective oversight of waste management activities. DSWM activities are land-based, regulating both solid waste and hazardous waste through specialized programs and functions. These include landfill permits, hazardous waste permits, state remediation program, used oil management, lead-based paint abatement, special waste, universal waste, and annual waste reporting. DSWM also provides valuable technical and financial assistance in the recovery and management of materials for reuse and recycling supporting Tennessee's end users and manufacturers.

**Summary of Position**

This internship position is based in the Division Central Office in Nashville, TN. The selected candidate will work within the Division of Solid Waste Management, specifically supporting the Materials Management Program on a variety of program efforts in the implementation of the State's 2015-2025 Solid Waste and Materials Management Plan (2025 Plan).

**Potential assignment and topics include:**

- Documenting trends, preparing draft reports, and collaborating with the program team on local government solid waste planning. Working with local government regional solid waste plans and materials recovery.
- Research, draft reports, and collaborates with the program team on specific solid waste infrastructure concerning the development of an integrated solid waste management system for the state.
- Development of technical, outreach, and educational tools and materials for program clients and stakeholders that support the implementation of the 2025 Plan.

- Assisting in the preparation, development and provision of workshops that explore a variety of materials management related topics.
- Update, revise and improve current grant guidance manuals that promote the program's grants to stakeholders.
- In addition to the regular assignments, interns will be encouraged to attend regulatory board meetings, observe a state legislative committee's meeting if available, complete field visits with division staff, observe and participate in cross function site visits.

### **Knowledge, Skills and Abilities**

The successful candidate will have a demonstrated ability to perform in the following areas in a fast past program environment

- Customer Service/Communication
- Statistical Analysis
- Technical Writing
- Research and Journal Literature Review
- Microsoft Office Family of Software
- Computer Skills
- Graphic Arts and layout
- Social Media Outreach
- Photography
- Public Speaking

### **Education / Experience**

Currently enrolled in a college or university in a field such as environmental science, physical sciences (e.g. physics, chemistry, geology, meteorology), ecology, sustainability or applied science in sustainability, life sciences (e.g. biology, microbiology, health physics or biophysics), environmental health, pre-medicine, engineering or other acceptable science or natural resource related. Interns must be able to receive credit for their time as an intern.

### **Supervision**

Interns will have a primary supervisor who will be generally responsible for assigning work, providing feedback on performance, and sharing information on opportunities for additional engagement with the department. Technical staff will assist and provide guidance interns on specific projects in collaboration with the primary supervisor. There will also be opportunities to interact with other interns and members of the Division of Solid Waste Management that include Environmental Scientists, Engineers, Consultants and Fiscal Representatives.

### **Compensation**

Our program offers an opportunity for science, technical, and environmental students to learn about materials management in a multi-discipline team environment. This position will pay \$10.00/hour in monetary compensation if available, but we encourage those interested to seek school credit for their service.

### **Application Procedure**

Interested candidates should submit their resume, cover letter, and contact information for internship coordinator at their college (if applicable) by email to [Deanna.Jones@tn.gov](mailto:Deanna.Jones@tn.gov). Candidates can also mail information to: Department of Environment and Conservation; Attention: Deanna Jones, Deputy Director, Office of Talent Management; William R. Snodgrass TN Tower; 312 Rosa L. Parks Avenue, 22nd Floor; Nashville, TN 37243

Additional information about internships with the Dept. of Environment and Conservation is on our website: <https://www.tn.gov/environment/about-tdec/employment-and-internships/employment-intern-opportunities.html>.

TDEC is an AA/EEO/ADA equal opportunity employer

